

## **Human Resources Department Employee Policy and Procedure**

### **Dress and Personal Appearance Policy**

#### **Policy Statement**

Macomb Township strives to project a professional image to visitors and the public at-large. As representatives of the Township, employees are expected to dress in a professional manner that is assures their safety and ability to perform their job. The Township has established an employee dress standard to ensure a productive and safe work environment as well as a professional image.

Macomb Township recognizes that appearance is a form of self expression and wishes to make no effort to control or dictate employee appearance, unless it poses a conflict with Township policy or operations, health and safety, an employee's (or that of another employee's) ability to perform their job. Requests for reasonable accommodation (i.e. Title VII, ADA) will be considered for situations requiring an exception.

Township employees who are provided uniforms under a collective bargaining agreement shall wear the uniform as specified in the agreement.

Township employees who are not provided uniforms may wear "business dress" from Monday through Thursday of each week. "Casual dress" may be worn by these employees only on Fridays.

*Macomb Township management has the discretion to determine appropriateness in dress and appearance. Employees who do not comply with the Dress and Personal Appearance Policy will be sent home to change, and will not be paid for that time off. Repetitive, inappropriate dress or appearance (non-compliance) will result in disciplinary action.*

#### **Definitions:**

##### **A. Business Dress Guidelines For Office Personnel**

<b>Acceptable</b>	<b>Not Acceptable</b>
Khaki, docker-style or dress pants/slacks, capris	Denim pants, skirts or dresses, spandex or other tight-fitting clothing, athletic wear (i.e. sweatpants, jogging suits), hip-huggers, flannel pants, pants or slacks with "patch pockets"
Dresses and skirts	Mini-skirts, shorts, culottes, or skorts
Collared dress, polo-type or golf shirts, straight bottom hemmed blouses or blazers, sweaters, sleeveless blouses or dresses	Flannel, denim, sweat or sleeveless shirts, low-cut, sheer, halter, backless, short or midriff tops (waist must be covered), t-shirts, untucked golf/traditional shirt tail hems
Sturdy shoes: dress or casual	Athletic or hiking shoes, flip-flops, clogs, slippers, bare feet or shoes/sandals without hosiery or socks that do not cover the ankle, canvas shoes, strapless or backless shoes

Additionally, hats, caps, sweat bands, bandanas or helmets are not acceptable while in the office.

## B. Casual Dress Guidelines for Office Personnel

Acceptable	Not Acceptable
Items listed as "acceptable" in Business Dress Guidelines	Items listed as "not acceptable" in Business Dress Guidelines
Denim pants, skirts, dresses or shirts; casual shirts	Body-clinging, torn or frayed clothing, shoes with holes, stains, paint, etc.

## C. Conflict with ability to perform job functions is appearance that:


- poses a threat to the safety of self or others;
- results in a productivity issue or the inability to perform a certain job task;
- offends others on the basis of race, color, religion, sex, national origin, age, disability, marital status, citizenship, veteran status, or any other characteristic protected by federal, state or local laws;
- result in customer complaints; or
- violates terms and conditions of an applicable collective bargaining agreement.

## Procedure

Any employee unclear of what is appropriate should check with the department head or managerial staff. *In general, if unsure whether an article of clothing is appropriate, most likely it isn't. In other words, when in doubt, don't wear it.*

Department heads are responsible for maintaining and enforcing compliance with this policy. Any inappropriate dress or appearance issues will be addressed with the employee by the department head or managerial staff.

The Human Resources Director is responsible for interpretation of this policy. Department Heads and/or managerial staff will consult with the Human Resources Director on any dress or appearance issues requiring policy interpretation or disciplinary action.

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Subject:	Dress and Personal Appearance Policy		
	Approvals:		
	John D. Brennan, Township Supervisor		
	John F. Brogowicz, Human Resources Director		